

~~SECRET~~

17 NOV 1969

DD / SECRETARY

FILE Training 3

MEMORANDUM FOR: Acting Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Acting Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Reports of Problem Solving Seminars Nos. 1, 2,  
and 3

1. Forwarded with this memorandum are copies of the reports of Seminars Nos. 1, 2, and 3. I believe that the officers who participated in each Seminar have produced some stimulating proposals which we must seriously consider.

2. I am sure that each of you is already informed on the contents of these reports. I propose that we meet on 3 December 1969, at 2:00 p.m., in the DD/S Conference Room to discuss the Seminar recommendations. Subsequent to our discussion I will issue instructions for implementation of those recommendations which are approved. To facilitate the discussion, I would like from each of you written comments on the Seminar reports by close of business on 26 November 1969.

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R. L. Bannerman  
Deputy Director  
for Support

Atts

ADD/S:JWC/ms (14 Nov 69)

Distribution:

- Orig - Acting D/CO, w/Atts
- 1 - Ea Other Adse, w/Atts
- 1 - DD/S Chrono
- 1 - DD/S Subject, w/Atts \*

\*Report #1 is DD/S 69-4563; #2 is 69-5089;  
#3 is 69-\_\_\_\_\_

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14 November 1969

STAT

To Mr. Banne [redacted]

STATINTL

Yesterday I had a discussion on the Seminar

[redacted]

the various recommendations and especially the Resources Allocation Board in detail, they were unanimous in urging that the Office Directors' views should be solicited before you decide which recommendations to approve. The plan in the attached memorandum was proposed. I added Seminars 2 and 3 since we had their reports ready to be sent out and I felt certain that the other Staff members would recommend similar treatment. It may be too big a bite to try and discuss the three reports at one sitting, but I would suggest that it be attempted, particularly with the advance preparation which everyone will have to do in preparing the written comments and getting ready for the 3 December discussion.

Joh [redacted]

Coffey

STATINTL

Atts

STAT

OK! [redacted]

STAT

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29 October 1969

NOTE FOR: Mr. Coffey

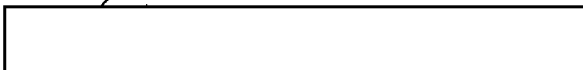
STATINTL

Talked to  OTR who will

insure that copies of reports, beginning with  
Group #2, will be made for each Office Head  
and submitted to SOS as a package along with  
the original for DDS.

P.  
jrp

STATINTL



Please ask OTR to make it standard procedure  
to crank up enough copies of Problem Solving  
Seminar so we can send package to each Office  
Head.

Per Mr. Coffey

STATINTL

*P.S. See Ellen's notes attached  
C for return*



15 Oct 69

- Per Mr. Coffey: Mr. Bannerman wants each of the DD/S Office Heads to have a copy of the report written by the first (14-19 Sept 69) Support Directorate Seminar--Problem Solving. (DD/S 69-4563)

Mr. Coffey suggests finding out whether each of the Office representatives who participated in this Seminar has a copy of this report. If so, he could simply pass it along to his Office Director. If not, we'll have to Xerox copies and pass them out.

Gwen/OTR, will try to find out if the seminar participants have their own copies (as it happens, they are meeting near her office this afternoon), and if they are willing to pass them on their Office Heads, and will let me know what she finds out.

Ellen STAT

15 Oct 69: Gwen phoned back with this info. [ ] will make sure that DD/S Office Heads get copy of 7 Oct 69 summary. Also, each rep at first Seminar did receive a copy of the summary at that time.

STATINTL

I advised [ ] for his info) of the fact that [ ] was taking care of the copies for the DD/S Office Heads.

STATINTL

Ellen

STATINTL

28 Oct 69: [ ] secretary advises that they did not actually send copies to the DD/S Office Heads; instead the Seminar representatives were notified to see that their copies of the summary were routed to their respective Office

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She understands that most of the reps have already done this.

Ellen